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**From:** Pratt, Stacie [Pratt.Stacie@epa.gov]  
**Sent:** 6/3/2021 9:57:01 PM  
**To:** Gold, Peter [Gold.Peter@epa.gov]; Pruzinsky, Amanda [Pruzinsky.Amanda@epa.gov]; Zolandz, Mark [Zolandz.Mark@epa.gov]; Harsh, Chad [Harsh.Chad@epa.gov]; Gieda, Allison [Gieda.Allison@epa.gov]  
**CC:** Rogers, Rick [rogers.rick@epa.gov]  
**Subject:** Actings  
**Attachments:** NPDES DOCKET May2021..xlsx; EnforcementTracking11-20.xlsx; Tracking.docx

Hi guys – I put together this document for Rick and whoever the actings will be so they are aware of processes and important items. For just 1 week, you won't need most of this, but it will help with what I do with pipeline or ask others to do, which is important.

The most important thing that you all will need to do, IMO, while acting is keeping the docket spreadsheet updated, which I am sharing here, but will also load onto teams. You will see a lot of worksheets in this document, and I will cover those when we meet on Monday. I also have another spreadsheet attached that I use for my quick and dirty "green book."

If you have any question at any time, please don't hesitate to reach out. I very much appreciate all of you acting until Rick can backfill, and I hope you enjoy it 😊

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